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**Thursday
August 7,
2014**

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ENHANCE YOUR EEO KNOWLEDGE
at the 2014 EEOC Technical Assistance Seminar
at
The Westin Park Central

This informative seminar is hosted by the
EEOC Dallas District Office.



EEOC DALLAS SEMINAR

U.S. Equal Employment Opportunity Commission

TRAINING YOU CAN'T AFFORD TO MISS!
Join EEOC for the best in EEO training from the
experts who enforce the law.

Questions about the seminar?

Contact Rodney Klein
EEOC Dallas District Office
(210) 281-7666
(210) 281-7606 FAX
(210) 281-7610 TTY
rodney.klein@eeoc.gov

*For other EEOC
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EEOC
Training Institute
...Learn from the Experts

Thursday, August 7, 2014

EEOC Dallas Seminar

www.eetraining.eeoc.gov

Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Hotel Arrangements

Registrants are responsible for their own hotel Arrangements.

Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

Training Institute Policies - Training Event 14TDAL01

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card up to the day before the seminar, or
2) registering early by mail or FAX. Check or faxed credit card payment information must be received before July 7, 2014 for early bird discount. Check or faxed credit card registrations received after July 7, 2014 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for the Early Bird discount.*

State and Local Government Registrants: In order to be confirmed: submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 202.663.7210 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eetraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, 131 M STREET, NE, SUITE 5NE31J, WASHINGTON, DC 20507** OR **FAX** your registration with payment to 202.663.7190.

QUESTIONS ABOUT REGISTRATION? 202.663-7210; TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 10 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

AGENDA Dallas EEOC SEMINAR Thursday, August 7, 2014



Schedule

- Registration: 7:30 am
- Start: 8:15 am
- Lunch provided
- End: 4:15 pm

• LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:
Rodney Klein
Outreach and Education Manager
210-281-7666
rodney.klein@eeoc.gov

8:15 a.m. Welcome

8:30 a.m. The EEOC's Strategic Enforcement Plan

Cathy Ventrell-Monsees, Senior Attorney Advisor to the Chair, EEOC

The EEOC unveiled its new Strategic Enforcement Plan. Hear how the plan will focus the agency's enforcement and litigation activities over the next several years and get a head start on making sure your policies address these issues.

9:30 a.m. Newsflash: Get the Full Story behind Those Sensational Headlines

Debra Moser-Finney, Outreach and Education Manager, Memphis District, EEOC

Many EEOC lawsuits are making national headlines, but you can't always believe what you read in the headlines. Get the inside story on the EEOC's recent litigation efforts and what it means for you.

10:45 a.m. Case Law Update

Devika Seth, Senior Trial Attorney, Dallas District, EEOC

What have the courts been up to this past year and how will it influence your personnel decisions? EEOC Senior Trial Attorney Devika Seth will take you through the relevant court cases of the past year and explain why they are important to you.

11:45 a.m. Lunch and Networking

1:00 p.m. Ever Work in a Place Where People Don't Get Along?

Joe Bontke, Outreach and Education Manager, Houston District, EEOC

Harassment can sometimes feel like a pervasive problem in the workplace. The harder you try to keep it out, the more it is determined to surface. Learn from Joe Bontke the best way to manage the risk associated with harassment issues and the conflicts at their core.

Afternoon Workshops

2:00 p.m.

The Inside Story: Protecting Vulnerable Populations

Robert Canino, Regional Attorney, Dallas District, EEOC

The EEOC's litigation against *Henry's Turkey Service* resulted in the second largest jury award ever given in an EEO case. Learn from the lead attorney the lessons *Henry's* teaches us about how employment of persons with disabilities may parallel other cases of exploitation and trafficking.

3:15 p.m.

Reasonable Accommodations under The ADA

Rodney Klein, Outreach and Education Manager, Dallas District, EEOC

Walk through the interactive process and learn how to address disability accommodation issues in your workplace.

4:15 p.m. Adjourn

2:00 p.m.

EEOC Charge Processing from A to Z

Lillie Wilson and Belinda McCallister, Enforcement Supervisors, Dallas District, EEOC

Learn about the Dallas District's charge handling processes from the time the charge is filed to its final determination and everything in between.

3:15 p.m.

OFCCP Hot Topics

Michelle Hernandez, Director of Regional Outreach and Education, OFCCP, Dallas

A must session for federal contractors. Find out the latest initiatives and regulations announced by OFCCP.

Credits: Human Resource Certification Institute (HRCI) Re-Certification Credits have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.

EEOC Dallas Seminar August 7, 2014 (Event Code 14TDAL01)

Please print and use a separate form for each attendee.

3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

www.eeotraining.eeoc.gov

(payment by credit card and online check only)

- **MAIL**

EEOC TRAINING INSTITUTE

131 M STREET, NE

SUITE 5NE31J

WASHINGTON, DC 20507



Parking

There is free parking in an open-air lot on the SW corner of the Banner/Merit intersection, diagonal to the hotel. There is paid parking in the hotel garage and at the valet stand in front of the

By registering for a Training Institute event, you agree to all applicable Institute policies.

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed.

AMOUNT OF PAYMENT: \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by July 7, 2014 before the seminar. Faxed/mailed credit card registrations received after July 7, 2014 will be charged \$349.

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

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We only accept federal purchase orders for over \$2,500. Please call us at 202.663.7210 or send an email to eeoc.traininginstitute@eeoc.gov for special registration form and procedures.

Person filling out this form (if different than registrant)

Name _____

Email _____

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

Employees at Your Facility:

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

Your Organization's Business Type:

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor ☐ HR Staff
- ☐ Mediator, ADR ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner ☐ Union Representative
- ☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail ☐ Email ☐ Colleague
- ☐ Website/Internet ☐ Newspaper/Radio Ad
- ☐ Professional Organization ☐ SHRM ☐ EEOC event
- ☐ Other _____